

TITLE, SERIES, GRADE: Legal Assistant (OA), GS-986-5/6/7

SALARY RANGE: **GS-5: \$29,726 - \$38,639 per annum***
 GS-6: \$33,135 - \$43,076 per annum*
 GS-7: \$36,822 - \$47,864 per annum*

*Salary range contains multiple steps. In most cases, the salary will be set at the starting end of the range.

TYPE OF APPOINTMENT: Excepted Service - Selectees from this announcement will be appointed to a two-year internship. Upon successful completion of the internship, an intern is eligible for non-competitive conversion to a career or career-conditional appointment.

PROMOTION POTENTIAL: This position has promotion potential to GS-986-7. However, any actual promotion is contingent upon the continuing need for and actual performance of higher level duties and supervisory certification that the intern has developed or is fully proficient at performing key components of the KSA-Based Learning Objectives associated with higher grade levels of the position.

VACANCY ANNOUNCEMENT NUMBER: **08-SDGA-05**

OPENING DATE: 2/8/2008
CLOSING DATE: 2/15/2008

DUTY LOCATION(S): United States Attorney's Office,
Savannah, Georgia, and Augusta, Georgia
NUMBER OF VACANCIES: One vacancy in each location above.

CONTACT: Name: Guerry Notte
Phone #: (404)581-6282
TDD #: (912)652-4800

Send your application package to:
Guerry Notte
USAO-SDGA@NDGA
75 Spring Street, SW, #416
Atlanta, GA 30303

Applications must be submitted to the mailing address listed above. Mailed or hand delivered applications must be received **or postmarked*** by 4:59 p.m. Eastern Daylight Time on the closing date of the announcement (* if your application is postmarked timely, there is no need to pay extra for expedited delivery). Applications submitted using government postage or by facsimile will not be considered.

WHO MAY APPLY: All U.S. Citizens

PLEASE NOTE:

- *All of the information necessary to apply for this position is contained in this vacancy announcement. Please read it carefully from beginning to end, and follow the instructions.*
- *Only hard copy applications will be accepted (no e-mailed or faxed applications will be accepted).*
- *If you want confirmation of receipt of your application, please make arrangements for this through the delivery service you use to send your application to us.*
- *Moving Expenses are NOT authorized.*

DUTIES: Serves as a Legal Assistant responsible for supporting one to three Assistant United States Attorneys. Examines, prepares, and processes a variety of legal documents. Reviews incoming materials and determines the need for assembly and preparation of a variety of legal documents such as complaints, motions, orders, answers, pleadings, subpoenas, etc. Provides assistance to attorneys in trial preparation by compiling notebooks, assembling jury instructions, compiling witness and exhibit lists, etc. Verifies statutory references and citations in legal documents. Develops and types indices and tables of contents to legal briefs. Provides a variety of procedural and office support services such as: scheduling appointments/meetings; receiving and screening incoming correspondence; receiving and screening telephone calls and visitors; establishing and maintaining a variety of files; performs docketing duties, including opening, updating and closing cases via automated case management system(s); reviews outgoing correspondence/documents for procedural and grammatical accuracy, as well as conformance with format and style requirements; and makes travel arrangements for attorneys, as required. Utilizes a wide range of office automation software to include word processing, spreadsheet applications, database management, graphics, desk top publishing, and internet applications, in order to produce text documents, as well as tables, graphs, charts, presentations, etc., to be utilized in preparation for court and actual courtroom presentations.

1. QUALIFICATION REQUIREMENTS - Applicants must meet all requirements identified in the Qualification Standards for General Schedule Positions issued by the U. S. Office of Personnel Management, specifically:

To qualify for a GS-5: Applicants must have one year of specialized experience equivalent to the GS-4 level or four years of education above the high school level. Specialized experience is defined as experience that reflects moderately difficult and responsible office work of a legal nature performed under immediate or general supervision requiring a good working knowledge of legal assistant practices within well established policies, procedures, and techniques, and which has provided the ability to perform substantive and relevant secretarial, clerical, or other responsible work related to the processing of legal or administrative documents. To be qualified, you must be able to type 40 words per minute. Indicate typing speed on your resume/application.

To qualify for a GS-6: Applicants must have one year of specialized experience equivalent to the GS-5 level. Specialized experience is defined as experience that reflects legal assistant and/or legal secretarial work requiring a substantial knowledge of legal documents, processes, and procedures performed under general supervision exercising considerable judgment in the performance of day to day duties, and which

has provided the ability to perform legal support work relating to the examination, preparation and processing of legal documents; such as, complaints, motions, orders, or pleadings. To be qualified, you must be able to type 40 words per minute. Indicate typing speed on your resume/application.

To qualify for a GS-7: Applicants must have one year of specialized experience equivalent to the GS-6 level. Specialized experience is defined as reflecting progressively responsible legal assistant and/or legal technician work requiring a broad knowledge of legal documents, processes, and procedures performed under general supervision exercising considerable independent judgment in the performance of day to day duties. To be qualified, you must be able to type 40 words per minute. Indicate typing speed on your resume/application.

To qualify for GS-5 based on education only you must have:

GS-5: 4 years of successfully completed **education** above high school may be substituted for specialized experience at the Grade 5 level only. ***(If you apply for the Grade 5 level based on education only, you must provide a transcript).***

If qualifying all or in part based on your education, please submit a copy of your college transcripts OR a list of college courses with credit hours, dates completed, and grades received. If the requested information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If your qualifications are based in any part on education and you are selected for this position, you will have to provide an official copy of your academic transcripts prior to entering on duty.

*Substitution of education for experience at the **GS-6 & GS-7** level is generally not applicable.*

Credit will be given for all appropriate qualifying experience regardless of whether compensation was received or whether the experience was gained as a part-time for full-time occupation. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

Applicants must meet all qualification requirements by the closing date.

Applicants are responsible for ensuring that their applications clearly reflect that all qualification requirements are met. No additional information will be solicited or accepted after the closing date of this vacancy announcement.

SELECTIVE PLACEMENT FACTOR: You must address the following selective placement factor on a separate sheet of paper, or within your application, using specific examples which illustrate your ability to meet this factor. If you do not meet the selective placement factor, you will be rated "not qualified."

Experience in a dynamic legal environment, administering/managing a variety of sensitive matters involving numerous parties from the public and private sectors.

2. EVALUATION METHOD - Applicants will be evaluated to determine whether or not they meet minimum qualification requirements as outlined in 1. above. Qualified preference eligibles will be referred to selecting officials in preference order before any other qualified candidates.

KNOWLEDGE, SKILLS, AND ABILITIES:

Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). The factors are:

- A) Knowledge of legal documents, terminology, and procedures.**
- B) Ability to communicate orally in legal environment and with members of the public.**
- C) Knowledge of punctuation, grammar and style to communicate in writing.**
- D) Skill in the use of office automation hardware/software including word processing, spreadsheet applications, database management, graphics, desk top publishing, and internet applications, to produce documents.**
- E) Knowledge of administrative procedures (making travel arrangements, maintaining supervisor's calendar, preparing time and attendance reports, ordering office supplies).**

Applicants are encouraged to address their experience and/or education related to the KSAs described

above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may adversely affect the determination that you meet minimum qualification requirements and/or your referral to the selecting official.

3. INFORMATION REGARDING THE FEDERAL CAREER INTERN PROGRAM

Agreement - Applicants selected for the internship program will be required to sign an agreement which provides specific information regarding the program.

Individual Development Plan - Within 30 days of appointment, an intern will be placed on an Individual Development Plan (IDP) which will cover the two-year training period. The IDP will identify the knowledge, skills, and abilities (KSAs) as well as any associated training and development activities required for successful completion of the internship.

Mentor - Interns will be assigned a peer mentor to provide informal assistance, professional advice on work-related issues, and career guidance to the intern.

Promotion - To be eligible for promotion, the trainee must have demonstrated the ability to successfully perform all the critical KSAs, and have received a rating of A Skill Level 3 (Fully Proficient) on each critical KSA of the IDP.

Conversion to Career/Career-Conditional Appointment - The federal career intern program is a two year excepted service appointment. The two years is considered a trial period and continued employment is subject to meeting all requirements of the program. Competitive civil service status may be granted to federal career interns who successfully complete their internships and meet all qualification, suitability, and performance requirements. Training will be provided during the internship period. If you fail to satisfactorily complete the

internship, your employment will be terminated.

Competitive service employees of United States Attorney's Offices/Executive Office for United States Attorneys who voluntarily accept a position in the Federal Career Intern Program with no break in service, and fail to complete the program for reasons unrelated to misconduct or suitability, will be placed in a career or career-conditional position at no lower grade or pay than the position they left in the United States Attorney's Office/Executive Office for United States Attorneys. Competitive service employees of other federal agencies, including other components of the Department of Justice, are not eligible for placement rights if they fail to complete the program.

4. HOW TO APPLY

- Submit an Optional Application for Federal Employment (OF-612), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure Applying for a Federal Job (OF-510) outlines what is required.
- The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at:
<http://www.usajobs.opm.gov/forms.asp>
- A separate narrative statement addressing the required, knowledge, skill and abilities (KSAs) listed in #2 above.
- Applicants are encouraged to provide an e-mail address in their application package. The e-mail address will be used to notify applicants on the status of their application. If no e-mail address is provided, applicants will be notified via regular mail.

5. VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15. For more information, please see the Veteran's Information Guide at
<http://www.opm.gov/veterans/>

6. AGENCY REQUIREMENTS AND INFORMATION -

Payment of relocation expenses will not be authorized.

If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified.

Employment is contingent upon the satisfactory completion of a background investigation

adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

8. BENEFITS

The Federal government offers a number of exceptional benefits to its employees. The following link provides an overview of benefits that may be offered to Federal employees: <http://www.usajobs.opm.gov/ei61.asp>.